

JOB DESCRIPTION
Adams County, Wisconsin

JOB TITLE: Director

STATUS: Full Time; Exempt

DEPARTMENT: Health & Human Services

SUPERVISOR: Health & Human Services Board

GENERAL DESCRIPTION

Under the general direction of the Health & Human Services Board, is responsible for the development, administration, and leadership of a comprehensive health and human services system, including economic support, child welfare, juvenile justice, mental health, alcohol and other drug abuse services, physical and developmental disabilities, public health, and aging programs. The Director creates an annual budget sufficient to carry out the Department's responsibilities and statutory mandates. The Director assesses and reacts to the changing service needs of the community and continually evaluates the effectiveness and efficiency of current programs.

JOB DUTIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Pursuant to s. 46.23(6), Wisconsin Statutes:
 - a. All administrative and executive powers and duties of managing, operating, and improving programs shall be vested in the Director subject to rules promulgated by the Wisconsin Departments of Health Services (DHS) and Children and Families (DCF).
 - b. In consultation with the Health & Human Services Board and subject to its approval, the Director shall prepare:
 1. Intermediate plans and budgets.
 2. Such reports as are required by the DHS, DCF, Health & Human Services Board, and County Board of Supervisors.
 - c. The Director shall make recommendations to the Health & Human Services Board for:
 1. Personnel and salaries of employees.
 2. Changes in organization and management of programs.
 3. Changes in program services.
2. Provides administrative leadership for departmental activities including program and policy development, grant writing and development, program implementation and evaluation.
 - a. Develops, implements, and monitors policies, procedures, and programs for efficient and effective operation of the Department.
 - b. Determines administrative and program procedures and identifies desirable outcomes.
 - c. Establishes service priorities in addition to those mandated by the federal and state governments.
3. Responsible for the development of management improvements, analysis of operations, and suggestions for policy or program adjustments, and recommendations for organizational changes and opportunities.

4. Responsible for preparing and maintaining a comprehensive annual budget and plan for service delivery. Monitors budget progress throughout the fiscal year.
5. Conducts needs assessments, cost-benefit analyses, and other studies or surveys to determine community needs, to evaluate programs, and estimate costs. Develops and implements contracts for services to assure the most effective use of available funds. Investigates additional sources of funding, and develops and submits proposals to obtain funds.
6. Staffs and develops Health & Human Services Board and subcommittee agendas. Schedules meetings. Prepares and develops program and policy information for Board consideration. Prepares materials as needed to keep the Health & Human Services Board and County Board of Supervisors informed regarding Department activities.
7. Develops, assesses, and coordinates short- and long-range planning within the Department as it relates to programs, staffing, and capital projects. Plans long-range goals and objectives, organizational structure, and overall direction for the Department. Presides over public hearings in regard to program and budget planning. Assures that unmet community service needs are brought to the attention of the Health & Human Services Board.
8. Represents the Department in the community. Serves as an advocate for county health and human services programs in various forums.
9. Directs the performance of all personnel in the Health & Human Services Department, in cooperation with management staff, with regard to hiring, promoting, and terminating, in accordance with County policy.
 - a. Interviews, hires, evaluates, disciplines, and terminates departmental employees as required in accordance with County policy.
 - b. Provides administrative support and direction to all units within the Department.
 - c. Consults with unit managers on the comprehensive integration and coordination of the diversified program activities and functions to resolve administrative problems and program improvements.
10. Develops and maintains effective working and public relations with representatives of governmental bodies, elected officials, service providers, and community officials.
11. Conducts agency and management staff meetings and maintains other forms of intra-departmental communication necessary to keep staff informed of Department activities.
12. Performs other duties as requested by the Health & Human Services Board.

REQUIRED QUALIFICATIONS:

1. Graduation from an accredited four-year college or university with major course work in social work or human services field and a Master's Degree in human services and five years progressively responsible experience in the administration of a human services system, or equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.
2. Requires thorough knowledge of administrative procedures, including budgeting, planning, personnel supervision, and program evaluation.
3. Requires comprehensive knowledge of the principles and practices of so-

- cial/human services programs and requirements and of state and federal health and human service programs and requirements.
4. Requires through knowledge of legal requirements for health and human service programs, including client rights, confidentiality, and non-discrimination.
 5. Requires outstanding interpersonal and leadership skills, problem-solving and organizational abilities, including:
 - a. The ability to work harmoniously, constructively, and cooperatively with other staff.
 - b. A solution-oriented approach and the ability to generate creative helpful solutions to problems.
 - c. The ability to follow directions, consistently apply appropriate agency policies, complete projects in a timely manner, and be a team player.
 - d. The ability to comprehend complex human services problems, identify alternate solutions, and prepare appropriate recommendations.. Requires the ability to negotiate and mediate.
 - e. The ability to establish and maintain effective working relationships with public officials, contract agencies, other county departments, and members of the public.
 6. Requires superior writing skills, and the ability to compose a variety of complex and sophisticated professional documents, assessments, and reports.
 7. Requires the ability to plan and direct the work of others.
 8. Requires the ability to learn, comprehend, retain, and apply information from regulations governing applicable State and Federal entitlement programs to maintain the programmatic integrity and financial health of the Department.
 9. Requires the ability to work with minimal supervision and to prioritize and follow through tasks in a fast-paced and stressful environment focusing on fiscal accountability and support effectiveness and efficiency.
 10. Requires the ability to operate within the strictest legal and ethical standards regarding the privacy and confidentiality of client and employee information.
 11. Applicants must pass background checks conducted by the Wisconsin Department of Justice and the Wisconsin Department of Health & Family Services.
 12. Requires a valid Wisconsin driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. Applicant must be able to use:
 - personal computer connected to local area network
 - typewriter
 - calculator
 - facsimile machines
 - copiers
 - multiple line telephone system
 - postage meter
2. Ability to coordinate eyes, hands, and limbs in performing movements requiring skill and training, such as drawing, typing, and assembling.
3. Must be able to communicate, hear, and comprehend verbal communications, and to assess and monitor clients' behavior(s) and/or physical condition visually.

4. Must be able to tolerate extended periods of sitting in the artificial lighting, heating, and air conditioning of an office environment.
5. Must be able to travel independently to various locations.
6. Must be able to tolerate the stresses associated with multiple, simultaneous demands.
7. PROBABILITY OF EXPOSURE TO BLOOD-BORNE PATHOGENS: Low.

Approved by the Health & Human Services Committee this 10th day of February, 2012